

REQUEST FOR CHECK OF POLICE RECORDS			
This form will be used by all unit/activities to request checks of police records. Requests received in other formats will not be honored. See the reverse side of this form for specific guidance on use.			
1. NAME: (Subject/Applicant)		2. MAIDEN NAME:	3. SSN:
4. HOME ADDRESS (Physical)	5. DOB:	6. POB:	7. DRIVER LIC (# & State):
8. RESIDENCES FOR PAST FIVE YEARS			
From (Date)	to (Date)	Address (City and State)	
9. Have you ever been arrested for law violations or cited for (except parking violations) traffic violations? <i>If yes, explain</i>			
I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith..			
APPLICANT'S SIGNATURE:		DATE:	
10a. To meet the requirements directed in _____ request a check of _____(Provost Marshal/Local)_____ (Complete Background) police records be made on the above name subject:			
10b. POC Phone: _____ 10c. _____ (Printed Name & Signature of Requestor)			
10d. Requesting Unit/Activity: _____			
11. PRIVACY ACT STATEMENT: DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552a). AUTHORITY: Title 10 USC Section 3012(g) PRINCIPAL PURPOSE: To provide authorities with sufficient information to complete a check of police records. The Social Security Number is used for positive identification of subjects. ROUTINE USES: Information is used for law enforcement purposes. DISCLOSURE IS VOLUNTARY, however if not provided information may be obtained from other sources.			
12a. Per above request, records checks revealed the following: _____ No Record Found _____ No Derogatory Information Found _____ DEROGATORY INFORMATION FOUND (This information will be provided to the Commander/ISG or activity chief only)		12b. CHECKS MADE: _____ ORS2 _____ AOSUB _____ NCIC _____ DA 3998	
_____ (SIGNATURE OF VERIFYING OFFICIAL)			

Use the table below as guides to proper USARAK Form 2 (Request for Check of Police Record) and DA Form 7281-R (Command Oriented Arms, Ammunition, and Explosives (AA&E)Security Screening and Evaluation Record) usage.

Use table 1 to determine which form to use and table 2 to determine what checks are required:

Table 1 Background check/security screening form determination matrix				
Reason for Check	Form(s) Required	Why?		
Arms Room/Ammunition supply point access	USARAK Form 2 DA Form 7281-R	See Note 1		
Class V draw authority	USARAK Form 2 DA Form 7281-2	See Note 1		
Security clearance	USARAK Form 2	See Note 2		
Child care	USARAK Form 2	See Note 3		
Government employment	USARAK Form 2	See Note 4		
Award or other	USARAK Form 2	See Note 5		
<p>Note 1: On USARAK Form 2, complete block 1 through 10d. In block 10a, cite AR 190-11 as the reference. Take the form to the MP station for processing. On DA Form 7281-R, record the completion of the checks as they occur. When all checks have been completed, file the form in the unit/activity area and have it readily available for review by inspectors.</p> <p>Note 2: On USARAK Form 2 complete blocks 1 through 7 and all of block 10. Cite AR 380-67 as the reference in block 10a. Take the form to the MP station for processing.</p> <p>Note 3: On USARAK Form 2, complete blocks 1 through 7 and all of block 10. Cite DA Circular 690-92-1 as the reference in block 10a. (This includes paid positions and volunteer positions.) Take the form to the MP station for processing.</p> <p>Note 4: On USARAK Form 2, complete blocks 1 through 10d. In block 10a, cite the reference that requires the checks. This is for all government employment not governed by the DA Circular 690-92-1. Directives requiring the checks will vary from agency to agency. Take the form to the MP station for processing.</p> <p>Note 5: On USARAK Form 2, complete blocks 1 through 7 and all of block 10. In block 10a, cite the reference or give a brief explanation (e. g. retirement, Meritorious Service Medal, permanent change of station, Army Achievement Medal). Take the form to the MP Station for processing.</p>				
Table 1 Background check/security screening form determination matrix				
Reason for Check	APSIN ¹	NCIC ²	ORS2 ³	3998 File ⁴
Arms room/ammunition supply point access	X	X	X	X
Class V draw authority	X	X	X	X
Security clearance			X	X
Child care			X	X
Government employment	X	X	X	X
Award or other			X	X
<p>¹ ASPIN: Alaska State criminal/drivers records and wants/warrants ² NCIC: Federal wants/warrants ³ ORS2: MP offenses electronic database ⁴</p>				